

**TOWN OF EASTHAM**  
**PLANNING BOARD**  
2500 State Highway  
Eastham, MA 02642



**Case Number:** PB  
**Date Submitted:** \_\_\_\_\_  
**Hearing Date:** \_\_\_\_\_

**Received by Town Clerk:**

**Application for**  
**Subdivision Plan Approval**

\_\_\_\_\_ Preliminary Plan: \$200  
\_\_\_\_\_ Definitive Plan: \$500 plus \$100 for each additional lot \$ \_\_\_\_\_

- Form must be completed in its entirety.
- Form must be received by the Planning Board, with appropriate fee, prior to the posted deadline.
- File ten (10) copies of this form and ten (10) sets of 11x17" plans with the Planning Board.

Owner: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Applicant\*: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Representative\*: \_\_\_\_\_  
Representative's Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

*\*If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.*

Location of Subdivision: \_\_\_\_\_

Assessor's Map \_\_\_\_\_ Parcel \_\_\_\_\_  
Recording, Barnstable County Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_  
Registration, Barnstable County Land Registry, Doc. # \_\_\_\_\_ Page \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots Proposed \_\_\_\_\_

Public Ways to be used: \_\_\_\_\_

Existing Private Ways to be used: \_\_\_\_\_

Names of Proposed New Ways: \_\_\_\_\_

PLEASE BE ADVISED THAT BY MAKING THIS APPLICATION, YOU ARE AUTHORIZING THE PLANNING BOARD MEMBERS AND THEIR AGENTS TO MAKE SITE INSPECTION OF YOUR PROPERTY. IT IS IMPERATIVE THAT THE STREET AND PROPERTY IN QUESTION ARE MARKED TO FACILITATE IDENTIFICATION. PLEASE PROVIDE DIRECTIONS IF NECESSARY.

**CHECKLIST - SUBDIVISION PLAN APPROVAL - PRELIMINARY PLAN**  
**Please refer to *Town of Eastham Subdivision Rules and Regulations* Section 2.3 Preliminary Plans**

A Preliminary Plan shall be submitted for any proposed nonresidential subdivision and may be submitted for any proposed residential subdivision. It is strongly recommended that a preliminary plan be filed in every case. Review and comments on a Preliminary Plan are strictly of an advisory nature.

**Contents of filing for Preliminary Plans** Any person who wishes to submit a Preliminary Plan for approval may do so by providing the Board with the following:

A. Five (5) copies of the plan showing:

1. The approximate boundaries, area, frontage, and dimensions of the lot or lots, and of any contiguous lots in common ownership. Shape numbers also should be provided for all proposed lots, as per Section IX A.5. of the zoning by-laws.
2. The subdivision name, if any, north point, assessor's map and parcel numbers, date of the plan, scale, legend and the title "Preliminary Plan."
3. The name and address of the owner of record, the applicant and the engineer or land surveyor. This information shall appear in the lower right corner.
4. The names of all direct abutters, as determined from the most recent tax list, noted on the plan.
5. The existing and proposed systems of road drainage and utilities.
6. Easements, covenants, rights-of-way, and/or restrictions applicable to the area shown on the plan.
7. The existing and proposed lines of streets, ways, lots, easements and any public or common areas within the subdivision, in a general manner.
8. The profiles of existing grades and the approximate proposed finished grades of the roadway(s).
9. The proposed name(s) of the proposed street(s) and a number on each lot on each proposed street.
10. The topography of the land, using 2' contours, derived from an actual survey.
11. Zoning classification (including overlay districts) and the location of any zoning district boundaries that lie within or within 50 feet of the subdivision boundaries.
12. The location of all existing buildings, other structures, and drinking water wells and septic systems on the land to be subdivided or within fifty (50) feet of its boundaries.
13. The location of any wetlands on the land to be subdivided or within one hundred (100) feet of its boundaries. The plan shall show the average annual high water level of each wetland.
14. The location of all bounds, fences, walls and trees of twelve inch diameter or greater.
15. Base flood elevation data, as shown on the Flood Insurance Rate Map, as most recently revised, published by the U.S. Department of Housing and Urban Development.
16. For all ways involved in access for the proposed subdivision, whether within, abutting or without the subdivision back to public ways, the approximate location of the roadway within the layout, physical condition of the roadway including actual width, surface type, depth of surface materials, condition, sight distance, grade and width of right-of-way. For proposed and existing residential subdivision roads used for access that do not meet the standard of section 3.4.6 for more than 10 dwellings, an analysis of the total number of homes that could use the road for access is required.

17. A notation on the plan indicating every waiver to these regulations which may be requested.
- B. A completed application, executed by the applicant.
- C. A filing fee payable when the application for Preliminary Plan approval is submitted.

**CHECKLIST - SUBDIVISION PLAN APPROVAL - DEFINITIVE PLAN**  
**Please refer to *Town of Eastham Subdivision Rules and Regulations* Section 2.4 Definitive Plans**

A Definitive Plan shall conform with the requirements of the Registry of Deeds and Land Court. A Definitive Plan shall be prepared by a Registered Land Surveyor, Civil Engineer or Sanitary Engineer, as appropriate.

**Contents of filing for Definitive Plans** A Definitive Plan submitted to the Planning Board for approval shall include the following:

- A. An original plan on reproducible film and five paper prints of the plan. Said plan shall meet the Registry of Deeds and/or Land Court requirements for recording, and shall contain the following information:
  1. The boundaries, area, frontage, and dimensions of the lot or lots, and of any contiguous lots in common ownership. Shape numbers should also be provided for all proposed lots, as per Section IX A.5. of the zoning by-laws.
  2. A locus plan at a scale of at least 1"=2000', containing sufficient information to locate the land, such as streets bounding or near the property.
  3. The subdivision name, if any, north point, assessor's map and parcel numbers, date of the plan, scale, legend and the title "Definitive Plan".
  4. The name and address of the owner(s) of record, the applicant and engineer, or land surveyor. This information shall appear in the lower right corner.
  5. The names of all direct abutters, as determined from the most recent tax list, noted on the plan.
  6. The existing and proposed systems of road drainage and utilities.
  7. The square footage and percentage of contiguous upland and wetland on each lot.
  8. Easements, covenants, rights-of-way, and/or restrictions applicable to the area shown on the plan.
  9. The existing and proposed lines of streets, ways, lots, easements, and any public or common areas within the subdivision.
  10. The existing and proposed lines of any easements for utilities, access or other purposes. The location, ownership and expiration of any conservation restrictions or easements.
  11. Profiles of existing grades and the proposed finished grades of the roadway.
  12. Proposed names of all new streets and a number on each lot on each proposed street. The Planning Board reserves the right to reject street names that conflict with names of existing Town streets.
  13. House numbers for new lots. (House numbers can be obtained from the Assessor's Office).
  14. The topography of lots, using 2 (two) foot contours, derived from an actual survey.
  15. Zoning classification (including overlay districts) and the location of any zoning district boundaries that lie within or within 50 feet of the subdivision boundaries.

16. The location of all existing buildings, other structures, and drinking water wells and septic systems on the land to be subdivided or within fifty (50) feet of its boundaries.
17. The location of any wetlands on the land shown on the plan or within one hundred (100) feet of its boundaries. The plan shall show the average annual high water level of each wetland.
18. The location of all bounds, fences, walls and trees twelve inches caliper or greater.
19. Base flood elevation data, as shown on the Flood Insurance Rate Map, as most recently revised, published by the U.S. Department of Housing and Urban Development.
20. Sufficient data to determine the location, direction, and length of every street and way, lot line and boundary line and to establish and reproduce these lines on the ground, to be noted in accordance with requirements of the Registry of Deeds or Land Court.
21. For all ways involved in access for the proposed subdivision, whether within, abutting or without the subdivision back to public ways, the location of the roadway within the layout, physical condition of the roadway including actual width, surface type, depth of surface materials, condition, sight distance, grade and width of right-of-way. For proposed and existing residential subdivision roads used for access that do not meet the standard of Section 3.4.6 for more than 10 dwellings, an analysis of the total number of homes that could use the road for access is required.
22. Lengths and radii of all curves in lot lines and street lines.
23. The location of all permanent bounds, properly identified as to whether existing or proposed, and bounds at all points of curvature and changes in direction of street side lines. Said bounds shall be at least five by five (5x5) inches in cross section and thirty-two (32) inches in length. New bounds will contain ferrous reinforcing rods.
24. A notation on the plan indicating every waiver to these Regulations which may be requested.
25. Suitable space shall be provided on the plan to record the action of the Board and the signatures of the Board members.
26. To insure compliance with all applicable requirements of Section IV, Required Improvements and Road Construction Standards, all plans shall have the following note lettered adjacent to the records of Board approval as a condition of approval: "No lots may be conveyed and no building permits shall be issued by the Town of Eastham until all applicable requirements of Section IV, Required Improvements and Road Construction Standards have been met."

B. For proposed roads, three copies of profiles, drawn by an Engineer, showing the following:

1. A horizontal scale of one (1) inch to forty (40) feet.
2. A vertical scale of one (1) inch to four (4) feet.
3. Existing center-line elevations every fifty (50) feet.
4. Proposed center-line grades and elevations, with elevations at every fifty-foot station.
5. Rates of gradient.
6. Spot elevations at each intersecting street or driveway
7. Drainage calculations for a 25 year storm

C. A completed application, executed by the applicant.

D. A filing fee submitted with the application.

E. A development schedule for the completion of specific phases of the development may be required by the Planning Board before approval of a Definitive Plan. Failure to meet such schedule may be cause for the Planning Board to rescind its approval and require a new public hearing before resumption of work.